

NAVY VISUAL INFORMATION ACTIVITY AUTHORIZATION/REQUEST

1. COMMAND/ACTIVITY TITLE/ADDRESS							
2. DVIAN <i>(If assigned)</i>	1a. TITLE OF OFFICIAL IN COMMAND			3. UIC CODE			
4. VIMO (Echelon II)	1b. ACTIVITY TITLE			5. COMMERCIAL TELEPHONE NO.			
6. PURPOSE: <input type="checkbox"/> ESTABLISH <input type="checkbox"/> MODIFY	1c. ADDRESS			7. AUTOVON TELEPHONE NO.			
8. COMMERCIAL ACTIVITIES (CA) REVIEW COMPLETED? <input type="checkbox"/> YES DATE: _____ <input type="checkbox"/> NO <input type="checkbox"/> EXEMPT, (IF NO OR EXEMPT STATE REASON IN BLOCK 16)	1d. CITY <i>(Or FPO)</i>		1e. STATE	1f. ZIP CODE	9. ACTIVITY TYPE		
	10. LOCATION <i>(City or homeport and country for activities with an FPO address)</i>		11. PROGRAM ELEMENT CODES:			12. METHOD OF OPERATION	
						a. GOVERNMENT OWNED/GOVERNMENT OPERATED (GOGO)	
						b. GOVERNMENT OWNED/CONTRACTOR OPERATED (GOCO)	
				c. CONTRACTOR OWNED/CONTRACTOR OPERATED (COCO)			
13. FUNCTIONS - PLACE "X" IN APPROPRIATE AUTHORIZED DATE BOX WHEN REQUESTING CAPABILITY							
		AUTHORIZED DATE					
a. VI SUPPORT CENTER (see block 16 for specific functions)				h. BROADCASTING			
b. VI PRODUCTION (CATEGORY 1)				i. VIDEO TELECONFERENCING			
c. VI PRODUCTION (CATEGORY 1 & 2)				j. MEDIA DISTRIBUTION			
d. VI PRODUCTION (CATEGORY 1, 2, & 3)				k. VI TRAINING			
e. VI RECORDS CENTERS				l. VI MANAGEMENT			
f. COMBAT CAMERA							
g. TECHNICAL DOCUMENTATION							
14. BILLETS AUTHORIZED TO PERFORM REQUIRED VI FUNCTIONS: <i>(Attach manpower documents)</i> _____ CIVILIAN _____ ENLISTED _____ OFFICER							
15. DETACHMENTS <i>(Attach separate sheets of paper if more space is required)</i>			16. REMARKS:				
a. UIC	b. LOCATION <i>(City and state/country)</i>		VI SUPPORT FUNCTIONS AUTHORIZED/REQUESTED: _____				
17. TARGET DATE FOR START-UP: _____							
18. APPROVAL:							
REQUESTING ACTIVITY _____		DATE: _____		VI Manager (Echelon II): _____			
				DATE: _____			
OP-09BG: _____				DATE: _____			

NAVAL IMAGING ACTIVITY AUTHORIZATION/REQUEST INSTRUCTIONS

GENERAL INSTRUCTIONS

- Use this form to support requests to establish, consolidate or modify a VI/AV capability.
- Refer to OPNAVINST 5290.1 series for background information and definitions.
- Forward via the appropriate chain of command through your Echelon II VIMO to OP-09BG. Attach a copy of your command's current or proposed mission and function statement that shows need for visual information support and places functional responsibility. If this action is to establish a new activity or function, list all commands that operate a similar VI production or service function in your geographic area and attach an official statement from each that indicates their inability to provide the VI support that you are requesting.
- Attach a list of each item of VI equipment not currently held by your command that is required to establish any requested VI capabilities. Identify each end-item by FSC, model number, manufacturer (only if non-standard), nomenclature, quantity and estimated procurement cost.

INSTRUCTIONS FOR SPECIFIC QUESTIONS

6. PURPOSE. When consolidating VI activities, mark establish, and complete this questionnaire for the primary activity remaining. List in Block 16 DVIAN numbers to be eliminated.
8. CA REVIEW. If a commercial activities review has been completed, attach a copy of the results. If not, provide a rationale for exclusion or non-compliance. (refer to OPNAVINST 4860.7 series for further guidance)
11. PROGRAM ELEMENT CODES. Enter the appropriate Program Element and Activity Group/Sub-Activity Group codes for funds budgeted to and dedicated for Visual Information. Verify this data with the command or activity Comptroller.
13. TYPES OF VI ACTIVITY FUNCTIONS
- A. VI Support Center. (VISC) Provides VI support services to all organizations on an installation or within a defined geographic area. May include still

photography (SP), Motion Media Documentation (MMD), Graphic Arts (GA), VI Library Services (LI), Presentation Services (PS), VI Organizational Maintenance (EQM), VI Intermediate/Depot Level Maintenance (EQR). List requested VISC functions in Block 16.

- B. VI Production. Provides production, reproduction, and distribution of Category 1 VI Productions.
- C. VI Production. Provides services of Type B activity plus production and reproduction of Category 2 VI Productions.
- D. VI Production. Provides services of Type B and C activities plus production and reproduction of Category 3 VI Productions.
- E. VI Records Centers. Central Control and Storage Facility for VI products.
- F. Combat Camera. VIDOC covering air, sea, and ground actions of combat, combat support operations, and related peacetime training activities.
- G. Technical Documentation. VIDOC of actual events for evaluation. Includes medical and intelligence documentation, optical instrumentation, and armament recording.
- H. Broadcasting. Includes cable, community antenna, closed-circuit, and other radio and television broadcast services.
- I. Videoteleconferencing. Use of electronic media for audio and visual interaction between two or more locations.
- J. Media Distribution. Central VI product distribution.
- K. VI Training. Formal VI training for DoD personnel.
- L. VI Management. Provides VI staff functions and management of VI activities.
14. BILLETS AUTHORIZED TO PERFORM REQUIRED VI FUNCTIONS. Attach a copy of the documents authorizing appropriate military and/or civilian manpower billets.